

Guidance notes for attending the Counselling Room,

28 March 2023

To be issued to Clients prior to attending a session. This will be reviewed regularly. These guidelines have been put in place to ensure, as much as is possible, the safety of you, myself, my landlord and our wider contacts and communities. The decision to work face-to-face can be decided together as I will continue to offer face to face, online and telephone counselling. This document demonstrates my commitment to you and my requests to you to ensure everyone's safety.

Please do not attend if you feel unwell, this may be any type of illness, eg COVID-19, sickness, infections etc.

- Before you arrive, I will leave the counselling room door open to allow an exchange of air in the room and I will also add a larger time slot between clients. I will also use an air purifier in the room.
- The chairs in the room can be 2 meters apart and we can also choose to sit diagonally to each other to minimise face to face work. We will not be shaking hands for the time being.
- Before taking a seat, there is hand sanitizer in the room, if you wish to use it.
- Dependent on weather, I make a commitment to keep windows open to allow air exchange but will be conscious of confidentiality. I will also consider the use of a fan in hot weather, or an electric heater in cold weather.
- Please bring your own drink to session.
- Tissues are available. Please be prepared to take them home with you and dispose of them appropriately. Please note that if you wish to sneeze or cough, remember to either use a tissue or your elbow, please do not sneeze or cough freely. Please try to avoid touching your face.
- You can wear your own mask if you want to. I will not be wearing a face covering unless government guidelines dictate differently.
- All payments will be made online and therefore receipts will not be given. All paperwork will be completed online as much as possible.
- Toilet facilities are available. Please keep them clean and tidy.
- Please also consider how you get to the session. If you are using public transport, there may be rules in place about face covering and social distancing.

Should I encounter anyone who has tested positive or develop any symptoms, I will notify you immediately. I ask that you notify me immediately if you experience the same. Should this happen, all sessions will revert to online or telephone with immediate effect, until it feels appropriate to return to the room.

Thank you for your cooperation and understanding.

Signed and dated by client

Signed and dated by counsellor